

From: Laurel Boucher <loucher@up.net>
Sent: Tuesday, May 27, 2014 4:41 AM
To: Kelly Wright; susanh@ida.net; dreisman@cinci.rr.com; Jill Grant; Gervais, Gregory; Fonseca, Silvina
Cc: Fiedler, Linda; Adam, Michael; Rochlin, Kevin; Patty Dunn
Subject: EMF FMC OU - Draft Meeting Agenda and Hotel Information
Attachments: EMF FMC Draft Agenda - May 27, 2014 Version.docx; EMF FMC Draft Agenda - June 2014 SLC Meeting_EPA-1.docx

Good morning everyone,

DRAFT AGENDA

Attached is the draft agenda for our June 10th meeting in Salt Lake City. Included are two versions:

- **The current (May 27, 2014) draft agenda that recognizes EPA comments**, and
- The earlier draft with EPA comments (mark-up version).

Please provide me your comments on the May 27, 2014 version by close of business this Friday.

Regarding the draft agenda ...

- When I received EPA's comments (the mark-up version included here), I initiated a conference call with Greg to clarify a few of the comments as well as to discuss specific reasons as to why the agenda has been designed as such. The end result is that some but not all of EPA's comments have been incorporated. If anyone requires clarification as to why, you are welcome to contact Greg (and refer to our conversation) or me directly. My cell is 703.407.1030.

- The time frames --- other than the start and end times --- are best estimates at this point. Depending on the nature and extent of the Tribes comments to the draft *Project Plan*, *Roles and Responsibilities*, and *LAG Work Order*, and depending upon the progress we make collectively at the meeting, the time frames on the agenda may change somewhat. We will need to make that call at the meeting.

HOTEL INFORMATION

Greg asked me to pass along the information he sent me late last week regarding possible Salt Lake City hotel accommodations. I've included his note and list of hotels directly below.

Laurel and Patty,

You might find it efficient to include the following with your email of the draft meeting agenda. Note that Silvina and I have made our reservations at the Hotel Monaco in Downtown SLC; we received a nightly rate of \$103 (below federal gov't lodging max rate) by calling the hotel directly. The other hotels listed are in the vicinity of downtown and reasonable proximity to the meeting location. Note that we looked but did not identify hotels within walking distance of the meeting location that we felt comfortable recommending to others.

Thanks,

Greg

Hotel Monaco Salt Lake City: A Kimpton Hotel
15 W 200 S, Salt Lake City, UT 3.0 mi E
(801) 595-0000 () · monaco-saltlakecity.com
4.0★☆☆☆ 37 reviews ·



Radisson Salt Lake City Downtown

215 W South Temple, Salt Lake City, UT 2.6 mi E

(801) 531-7500 () · radisson.com

3.4★☆☆☆☆ 23 reviews ·



The Grand America Hotel

555 S Main St, Salt Lake City, UT 3.2 mi E

(801) 258-6000 () · grandamerica.com

4.4★☆☆☆☆ 51 reviews ·



Hyatt Place Salt Lake City/Downtown/ The Gateway

55 N 400 W, Salt Lake City, UT 2.4 mi E

(801) 456-6300 () · place.hyatt.com

4.0★☆☆☆☆ 15 reviews ·



Hampton Inn Salt Lake City Downtown

425 S 300 W, Salt Lake City, UT 2.7 mi E

(801) 741-1110 () · hamptoninn3.hilton.com

4.0★☆☆☆☆ 11 reviews ·



Salt Lake Marriott Downtown at City Creek

75 SW Temple, Salt Lake City, UT 2.9 mi E

(801) 531-0800 () · marriott.com

3.4 ★★★★★ 25 reviews ·



Peery Hotel

110 W Broadway, Salt Lake City, UT 2.9 mi E

(801) 521-4300 () · peeryhotel.com

3.5 ★★★★★ 22 reviews ·



Crystal Inn Salt Lake City Hotel & Suites

230 W 500 S, Salt Lake City, UT 2.8 mi E

(801) 328-4466 () · crystalinnsaltlake.com

3.9 ★★★★★ 17 reviews ·



Royal Garden Inn

154 W 600 S, Salt Lake City, UT 2.9 mi SE

(800) 521-9997 () · royalgardeninnsaltlake.com

2.5 ★★★★★ 22 reviews ·



Hilton Salt Lake City Center

255 SW Temple, Salt Lake City, UT 2.9 mi E

(801) 328-2000 () · hilton.com

3.2 ★★★★★ 25 reviews ·

DRAFT AGENDA
EASTERN MICHAUD FLATS – FMC OPERABLE UNIT MEETING

Date: June 10, 2014

Location: Salt Lake City, UT (State of Utah Department of Environmental Quality Headquarters, 195 North 1950 West, Salt Lake City, Utah; Primary Point of Contact: Mr. Mo Slam, 801-536-4178)

Participants (alphabetical order by last name): Silvina Fonseca (EPA), Greg Gervais (EPA), Ms. Jill Grant, Esq. (Tribes), Ms. Susan Hanson (Tribes), Mr. David Reisman (Tribes), Mr. Kelly Wright (Tribes)

Facilitation by The Management Edge: Laurel Boucher (facilitator) and Patty Dunn (note-taker)

Participants identified these as their desired **successful meeting outcomes**:

- A very final Workplan and Scope of Work, with limitations to these defined; Argonne moving forward quickly with implementation (Mr. Kelly Wright)
- A very final Workplan for Argonne (Ms. Susan Hanson and Ms. Jill Grant, Esq.)
- A final Scope of Work that clearly defines the limitations and boundaries to the Scope of Work (Mr.David Reisman)
- A final Workplan; Argonne moving forward; a schedule we all agree to and commit to following to the best of our abilities (Silvina Fonseca)
- Do what it takes to finalize the Work Order, the Project Plan, the Roles and Responsibilities and schedules so we can get Argonne to proceed (Greg Gervais)

(Note: Many participants used the term “final Workplan.” This refers to the substantive elements of the Project Plan and its attachments such as the Roles and Responsibilities and the IAG Work Order. This includes the project schedule and the process for review and commenting on the Argonne deliverables.)

| Time | Topic | Description |
|---------|---|--|
| 8:30 am | Review of Meeting Success Criteria Followed by Individual Introductions | <ul style="list-style-type: none">• Review meeting success criteria<ul style="list-style-type: none">○ |
| 8:50 | Agenda Review | <ul style="list-style-type: none">• Group to review and update meeting agenda (if needed)• Review ground rules• Provide logistical information (rest rooms, lunch information, etc.) |
| 9:00 | Review of Tribes' Comments | <ul style="list-style-type: none">• EPA ask any clarifying questions• Depending on the number and extent of comments, participants may sort these into categories |
| 10:00 | Break | |

Commented [GG1]: We appreciate the value of ‘ice breaker’ exercises, but can you come up with one that is a bit more relevant to the meeting purpose?

Commented [GG2]: Consider beginning the meeting individual introductions then the agenda review.

| | | |
|---------|--|---|
| 10:15 | Development of Solutions to Address Tribes' Comments | <p>The group will address comments in the following order of documents:</p> <ul style="list-style-type: none">• Project Plan Section 1 (Purpose of Study)• Attachment 1 - Roles and Responsibilities• Attachment 2 – IAG Work Order (including a consideration of limitations and boundaries)• Attachment 3 – List of Applicable Technical Information |
| 11:30 | Lunch | |
| 1:00 | Development of Solutions (continued) | |
| 2:20 | Break | |
| 2:30 | Development of Solutions (continued) | |
| 3:40 | Break | |
| 3:50 | Project Schedule | <ul style="list-style-type: none">• Address Tribes' comments (if any) to Project Plan Sections 2 (Project Schedule) and 4 (IAG Deliverables)• Review and further develop, as needed, the project schedule• Identify possible obstacles and project delays, and develop potential solutions or a process for preventing or removing those obstacles and delays" |
| 5:00 | Summary | <ul style="list-style-type: none">• Summarize agreements, accomplishments, action items• Check against meeting success criteria |
| 5:15 | Acknowledgements | <ul style="list-style-type: none">• Acknowledge collective contributions• PMI meeting evaluation |
| 5:30 pm | Adjourn | |

Commented [GG3]: Would be good to ask participants whether would make sense to move Attachment 1 comments to be last, thereby going from Purpose of the Study to the IAG Work Order and List of Applicable Technical Information.

Commented [GG4]: Suggest ending lunch at 12:45pm.

Commented [GG5]: Consider ending previous agenda item ("Development of Solutions") at 2:30pm if possible, to ensure sufficient time to address comments on the project schedule and IAG deliverables. If unresolved issues from previous agenda item remain at 2:20p that are viewed as 'critical path' then continue discussing them, otherwise move on to Project Schedule at 2:30p.

Commented [GG6]: This should substantially be addressed in the IAG Work Order language. If the Tribes and EPA would like to discuss needs and concerns associated with achieving what we recall was a 'successful meeting' descriptor from one of the Tribes' representatives during the 5/15 call, that might be better handled during the solutions to comments on Attachment 2.

DRAFT AGENDA (5/27/14)

EASTERN MICHAUD FLATS – FMC OPERABLE UNIT MEETING

Date: June 10, 2014

Location: Department of Environmental Quality Headquarters, 195 North 1950 West, Salt Lake City, Utah; Primary Point of Contact: Mr. Mo Slam, 801-536-4178

Participants (in alphabetical order by last name): Silvina Fonseca (EPA), Greg Gervais (EPA), Jill Grant (Tribes), Susan Hanson (Tribes), David Reisman (Tribes), Kelly Wright (Tribes)

Facilitation by The Management Edge: Laurel Boucher (facilitator) and Patty Dunn (note-taker)

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- A final Scope of Work that clearly defines the limitations and boundaries to the Scope of Work (David Reisman)
- A final Workplan; Argonne moving forward; a schedule we all agree to and commit to following to the best of our abilities (Silvina Fonseca)
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(Note: Many participants used the term “final Workplan.” This refers to the substantive elements of the Project Plan and its attachments such as the Roles and Responsibilities and the IAG Work Order. This includes the project schedule and the process for review and commenting on the Argonne deliverables.)

| Time | Topic | Description |
|---------|----------------------------|---|
| 8:30 am | Agenda Review | <ul style="list-style-type: none"> Review meeting success criteria, ground rules, agenda, and logistical information |
| 8:45 | Introductions | <ul style="list-style-type: none"> Participants share: <ul style="list-style-type: none"> What inspired them to their current line of work What unique quality or trait they bring to this meeting that will help the group realize the successful meeting outcomes |
| 9:00 | Review of Tribes' Comments | <ul style="list-style-type: none"> EPA ask any clarifying questions Depending on the number and extent of comments, participants may sort these into categories |
| 10:00 | Break | |

| | | |
|----------------|---|---|
| 10:15 | Development of Solutions to Address Tribes' Comments | <p>The group will address comments in the following order of documents:</p> <ul style="list-style-type: none"> • Project Plan Section 1 (Purpose of Study) • Attachment 1 - Roles and Responsibilities • Attachment 2 – IAG Work Order (including a consideration of limitations and boundaries) • Attachment 3 – List of Applicable Technical Information |
| 11:30 | Lunch | |
| 12:45 | Development of Solutions (continued) | |
| 2:20 | Break | |
| 2:30 | Project Schedule | <ul style="list-style-type: none"> • Address Tribes' comments (if any) to Project Plan Sections 2 (Project Schedule) and 4 (IAG Deliverables) • Review and further develop, as needed, the project schedule • Discuss expectations regarding a possible "Kick-off conference call/meeting" once Argonne receives the IAG Work Order • Identify possible obstacles and project delays and develop potential solutions or means for preventing or removing obstacles and delays |
| 3:50 | Break | |
| 4:00 | Project Schedule (continued) | |
| 4:45 | Summary | <ul style="list-style-type: none"> • Summarize agreements, accomplishments, action items and next steps • Check against meeting success criteria |
| 5:10 | Acknowledgements | <ul style="list-style-type: none"> • Acknowledge contributions • PMI meeting evaluation |
| 5:30 pm | Adjourn | |